



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agency Directors, Boards, and Commissions

FROM: Kay B. Terry, Administrator

SUBJECT: Hearing Officer Training

DATE: May 30, 2014

For the past few weeks, your agency has been working on finalizing your dispute resolution rules and procedures. The new dispute resolution process goes into effect on July 1, 2014. The Office of Personnel Management has been asked to provide training to agency personnel who will serve as Hearing Officers. A Hearing Officer or Officers is an impartial person/committee of persons appointed to review the facts of the grievance and make a recommendation for resolution to the state agency Director/Chairperson/Commissioner. As a response to the requests, training will be offered for those employees you wish to attend. Training is not mandatory for an employee to serve in this role.

Dates: **June 27, 2014 and July 11, 2014**

Time: **9:00 a.m. – 4:00 p.m.**

Location: **Arkansas State Library 900 West Capitol, Bessie Moore Room, Little Rock, AR 72201**

The maximum number of participants per class is 45 and registration will be on a first come first serve basis so please register your employees promptly. Please only register those employees who will serve in this role. To register for the training or for any questions, please contact Jennifer Elkins at 501-682-5350 or Jennifer.Elkins@dfa.arkansas.gov.